



## **RESIDENTIAL BUILDING PERMIT APPLICATION PACKAGE**



**FILL OUT APPLICABLE FORMS AND SUBMIT WITH YOUR BUILDING  
PERMIT APPLICATION.**

**BE SURE TO INCLUDE TWO (2) COPIES OF YOUR ARCHITECTUAL PLANS,  
TWO (2) COPIES OF A SITE PLAN SHOWING MEASUREMENTS TO PROPERTY  
LINES AND PROPOSED FINISH FLOOR ELEVATION ALONG WITH A WRITTEN  
STATEMENT DESCRIBING WHAT YOU INTEND TO BUILD.**

**Questions/Comments Call:  
Building Inspectors 756-4521  
Permit and Inspections Tech 756-3641**

**A \$100.00 PLAN REVIEW FEE IS DUE WITH THE APPLICATION**

**UPDATED 1-1-2015**

## **Items of Concern and Clarification**

1. Wrong permit numbers are being given when calling in for inspections. Phone messages will be saved and if a wrong permit number is given for an inspection it may result in a failed inspection and/or the inspection requested may, possibly, not be performed that day.
2. Inspections are being called in to be performed but then are being called back in the next day to be rescheduled or cancelled. While we do understand that there are some circumstances beyond your control that may cause you to cancel or reschedule, inspections should only be called in if the project is ready to be inspected. If this continues to be a problem, we may implement a rescheduling/cancellation form with a \$35.00 fee that will have to be paid prior to having the rescheduled inspection take place.
3. Due to an increase in permit applications and scheduling, we will not be able to issue a building permit after 4:00 PM each day. Please make arrangements to pick up your building permit between the hours of 8:00 AM and 4:00 PM. Monday thru Friday. We are sorry for the inconvenience and appreciate your understanding in this matter.
4. No Dumpsters are allowed in the street.
5. Erosion Control must be installed before first requested inspection and within seven (7) days of construction commencement.
6. Separate permits are required for fences and irrigation. Neither can be included in the building permit for the new structure.
7. Portable toilets are not allowed on city streets or near storm inlets.
8. Inspection results are given by email.

## **Requirements for Temporary Electrical Service**

1. Requesting electrician shall be present at the job site during the inspection of all equipment that is to be temporarily energized during the period requested
2. The requesting electrician shall have all dead front covers removed from all enclosures of service equipment to be temporarily energized by this request prior to the arrival of the electrical inspector. Covers will be replaced immediately after the inspection is completed and deemed safe to energize by the electrical inspector.
3. The requesting electrician shall have sole access control to equipment rooms containing electrical service equipment and/or enclosures of electrical service equipment.
4. Access doors to rooms containing electrical service equipment shall remain SECURED at all times during the temporary electrical service period.
5. The building will not be occupied by anyone or house interior furnishings, until a certificate of occupancy is issued by the building official.

PLEASE NOTE: If any of the above listed requirements are not met, there could be a delay or denial in the granting of temporary services. In the case that the temporary service request is granted without meeting above requirements, service disconnection will be considered.

## Current Building Codes

- IBC (International Building Code), 2012 Edition, with Georgia Amendments
- IFGC (International Fuel Gas Code), 2012 Edition, with Georgia Amendments
- IMC (International Mechanical Code), 2012 Edition, with Georgia Amendments
- IPC (International Plumbing Code), 2012 Edition, with Georgia Amendments
- **National Electrical Code** , 2014 Edition, with Georgia Amendments
- **International Fire Code**, 2012 Edition, with Georgia Amendments
- IECC (International Energy Conservation Code), 2009 Edition, with Georgia Amendments
- IRC (International Residential Code), 2012 Edition, with Georgia Amendments
- You are responsible for keeping updated on code changes. Code books and Georgia Amendments can be ordered from numerous sites, one of which is ICC 1-888-422-7233.

## Elevation Certificates

1. Elevation Certificates must be filled out completely using the current FEMA elevation certificate.
2. "N/A" should be in all non-applicable data fields, there can be no spaces left blank.
3. Copies or faxes are not acceptable.
4. Elevation certificate must be two sided with all signatures in other than black ink.
5. Building photographs required for section A6 must be color photos.
6. Completed elevation certificate for buildings in a flood hazard zone must be turned in **before** a slab inspection and CO is requested.

## Building Requirements in Flood Hazard Areas

The city of Richmond Hill adopted a flood damage prevention ordinance on April 21, 1992 allowing the city to participate in the National Flood Insurance Program (NFIP). The NFIP makes federally backed flood insurance available for all buildings, whether they are in a floodplain or not.

The mandatory purchase requirement applies to all forms of federal or federally related financial assistance for buildings located in a Special Flood Hazard Area (SFHA). This requirement affects loans and grants for the purchase, construction, repair or improvement of any publicly or privately owned building in the SFHA. Financial assistance programs affected include loans and grants from agencies such as the Department of Veterans Affairs, Farmers Home Administration, Federal Housing Administration, Small Business Administration and Federal Emergency Management Agency. The requirement also applies to secured mortgage loans from financial institutions, such as commercial lenders, savings and loan associations, savings banks and credit unions that are regulated, supervised or insured by federal agencies such as the Federal Deposit Insurance Corporation and the Office of Thrift Supervision. It also applies to all mortgage loans purchased by Fannie Mae or Freddie Mac in the secondary mortgage market.

There are certain building code requirements that pertain to construction in a SFHA. A certificate of occupancy will not be issued until all code requirements have been met. If you have any questions feel free to contact the building inspections department.

## The city of Richmond Hill adopted an updated Flood Damage Prevention Ordinance on July 1, 2008.

A few of the changes are as follows:

1. Proposed elevations of lowest floors shall be shown for all structures during the application stage.
2. The permit holder shall provide an as-built certification (elevation certificate) of the regulatory floor elevation or flood proofing level immediately **after** the lowest floor or flood proofing is complete. Any work undertaken prior to submission of these certifications shall be at the permit holder's risk.
3. New construction and/or substantial improvements of any structure shall have the lowest floor, or flood proofing, elevated no lower than **one foot** above the base flood elevation.
4. All heating and air conditioning equipment and components (including ductwork), all electrical, ventilation, plumbing, and other service facilities shall be elevated no lower than **one foot** above the base flood elevation.

You can view the entire updated Flood Damage Prevention Ordinance at <http://www.richmondhill-ga.gov/>. Click on Planning and Zoning then click on Zoning Forms and Documents.

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## Application Checklist

(Use this as a guide to make sure you have filled out what is needed to expedite the review time for your permit application and submit it along with your application. Please place this document on top of your permit application. )

Yes      N/A

- ☐ ☐ Two (2) copies of architectural plans, designed to meet the 120 MPH wind zone, stamped and signed by an engineer and/or architect. Also, email a PDF of the plans to the building department, call 756-4521 or 756-3641 for email address
- ☐ ☐ Two (2) copies of proposed work, if above statement is not applicable
- ☐ ☐ Two (2) copies of a site plan showing setbacks, existing easements, distance from property lines to proposed structure, distance from existing structures on lot if applicable and proposed finish floor elevation including datum.
- ☐ ☐ Filled out Application Checklist and Information sheet on back
- ☐ ☐ Filled out and signed *either* notarized Authorized Permit Agent Form *or* Owner Exemption Affidavit *both should not be signed*
- ☐ ☐ Included copy of State Contractors License, driver's license and authorized permit agent's driver license
- ☐ ☐ Filled out and signed both sides of energy code affidavit and included Res Check
- ☐ ☐ Filled out sub contractor list (all subs must have a valid Ga. business license)  
*A copy of each sub contractor's business license (and state license if applicable) SHALL be required with each building permit application*
- ☐ ☐ I have read and understood the Fence Permit Information sheet
- ☐ ☐ I have read and understood the Irrigation Permit Information sheet
- ☐ ☐ I have signed the Water Meter Installation Procedure form
- ☐ ☐ Filled out Water Meter Request sheet
- ☐ ☐ Signed permit application, initialed all applicable areas and included \$100 Plan Review Fee

### **Please give a written description of proposed work:**

*A WRITTEN DESCRIPTION IS REQUIRED*

**I am aware that I am responsible to meet the required applicable building codes**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PERMIT #

## Information Sheet

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

### License Information

\*State Contractors License # \_\_\_\_\_

License Expiration: \_\_\_\_\_

Business License # \_\_\_\_\_

Business License Expiration: \_\_\_\_\_

\*Provide copy of State Contractors License

### Address

Street Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

Suite: \_\_\_\_\_

PO Box: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### Contact Information

Office Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

\*\*Email: \_\_\_\_\_

\*\*Email needed so that you can receive immediate notification of inspection results.

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### COMPLETE FOR ALTERATIONS, REPAIRS, OR IMPROVEMENTS TO EXISTING STRUCTURES:

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1. What is the estimated market value of the existing structure?

\$ \_\_\_\_\_

2. What is the cost of the proposed construction?

\$ \_\_\_\_\_

\* If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the substantial improvement provision shall apply.



State Licensing Board for  
Residential and General Contractors

**Authorized Permit Agent Form**

License verification by permitting office should be completed by visiting [sos.ga.gov/plb/](http://sos.ga.gov/plb/)

Licensed Contractor: \_\_\_\_\_ Individual \_\_\_\_\_ Qualifying Agent

Name of licensed person \_\_\_\_\_

\*Please attach a copy of Individual license or Company License (Reflects company and qualifying agent license number)

License number of individual or qualifying agent: \_\_\_\_\_

Name of licensed company(if applicable) \_\_\_\_\_

License number of company(if applicable): \_\_\_\_\_

I, \_\_\_\_\_, hereby designate  
Licensed Individual or Qualifying Agent

\_\_\_\_\_ to apply for and obtain the permit(s) for the  
\*Please attach a copy of the authorized permit agent's driver's license.

project at:

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Apartment or Suite Number

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip Code

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of individual or qualifying agent \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of Notary Public \_\_\_\_\_ (Seal)

# BUILDING PERMIT OWNER EXEMPTION AFFIDAVIT

*DO NOT SIGN THIS FORM IF YOU ARE A CONTRACTOR BUILDING TO SELL HOME*

The following information can be found in Title 43 Chapter 41 of the State Law concerning Residential and General Contracting State Licensing requirements:

43-41-17 (h)

“Nothing in this chapter shall preclude any person from constructing a building or structure on real property owned by such person which is intended upon completion for use or occupancy solely by that person and his or her family, firm, or corporation and its employees, and not for use by the general public and not offered for sale or lease. In so doing, such person may act as his or her own contractor personally providing direct supervision and management of all work not performed by licensed contractors.

However, if, under this subsection, the person or his or her family, firm, or corporation has previously sold or transferred a building or structure which had been constructed by such person acting without a licensed residential or general contractor within the prior 24 month period, starting from the date on which a certificate of occupancy was issued for such building or structure, then such person may not, under this subsection, construct another separate building or structure without having first obtained on his or her own behalf an appropriate residential or general contractor license or having engaged such a duly licensed contractor to perform such work to the extent required under this chapter, or it shall be presumed that the person, firm, or corporation did not intend such building solely for occupancy by that person and his or her family, firm, or corporation. Further, such person may not delegate the responsibility to directly supervise and manage all or any part of the work relating thereto to any other person unless that person is licensed under this chapter and the work being performed is within the scope of that person's license. In any event, however, all such work must be done in conformity with all other applicable provisions of this title, the rules and regulations of the board and division involved, and any applicable county or municipal resolutions, ordinances, codes, permitting, or inspection requirements.”

I have read the requirements above and I understand the rules that pertain to me so that I will be able to build a structure for my own personal use.

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ADDRESS OF PROPOSED STRUCTURE

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APPLICANT (Print Name Here)

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APPLICANT (Sign Name Here)

---

DATE



**AFFIDAVIT (Residential)**  
Compliance with the *Georgia State Energy Code*  
INTERNATIONAL Energy Conservation Code (2009 Edition) with  
Georgia State Supplements and Amendments for Residential Dwellings  
**CITY OF RICHMOND HILL**  
DEPARTMENT OF BUILDING INSPECTIONS

NOTICE: This form shall be completed, signed and submitted to the Building Inspections Department with permit application.

BUILDING PERMIT NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOT: \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

CONTRACTOR/BUILDER: \_\_\_\_\_

The 2009 International Energy Conservation Code, published by the International Codes Council, when used in conjunction with the Georgia State Supplements and Amendments, shall constitute the official Georgia State Energy Code for Buildings. This Code establishes minimum regulations for energy-efficient design, erection, construction, and/or alteration of both 1 & 2 family dwellings and commercial buildings. For high-rise and non-residential structures, The International Energy Conservation Code with Georgia State Supplements and Amendments adopts by reference American Society of Heating, Refrigeration, and Air Conditioning Engineers (ANSI/ASHRAE/IESNA) Standard 90.1-2004. The designer/builder shall comply with the minimum standards of this Georgia State Energy Code, which are applicable. Compliance with this Energy Code by designers and builders is mandatory. **All items shall be completely filled out. "See attached" is not acceptable, approved Energy Code Compliance Tables and Forms shall be listed by title.**

I do certify that the above permitted structure shall be built in accordance with the Energy Conservation requirements of the Georgia State Energy Code for Buildings for 1 & 2 Family Dwelling Buildings using the following method:

Please select one of the compliance methods as follows and attach supporting documents:

- ☐ **GA TABLE 402.1.1 INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT** (Richmond Hill is in Climate Zone 2).
- ☐ **RESCheck** See: Georgia Amendment **Table 402.7.1** for minimum R-values and maximum U-factors/SHGC allowed in RESCheck.
- ☐ An approved Energy Code Compliance Table by \_\_\_\_\_
- ☐ **IECC Section 404 Simulated Performance Alternative**

A permanent certificate per **GA Supplement to IECC 401.3** shall be readily accessible and shall be posted on or near the electrical distribution panel or air handler

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

**BUILDING AND ZONING DEPARTMENT  
CITY OF RICHMOND HILL**

BUILDING PERMIT NUMBER: \_\_\_\_\_

SUBDIVISION/PROJECT NAME: \_\_\_\_\_ LOT #: \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

GENERAL CONTRACTOR/BUILDER: \_\_\_\_\_

Compliance documents are required to be submitted with your building permit application. Compliance document information can be found in Chapter 4 of the IECC for residential construction and Chapter 5 of the IECC for commercial construction. REScheck and COMcheck are computer programs developed for the U.S. Dept. of Energy and can be used to assist in demonstration of compliance with the IECC. They may be obtained from the D.O.E. by calling (800)270-2633 or free of charge online at [www.energycodes.gov](http://www.energycodes.gov). When using these programs select the Georgia Version.

I \_\_\_\_\_ do certify that the above permitted structure  
**PRINT NAME HERE**  
 will be built in accordance with the 2009 International Energy Code with Georgia State Supplements  
 and Amendments.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_

## SUB CONTRACTOR LIST

Sub Contractor's For: \_\_\_\_\_

Job Location: \_\_\_\_\_

Please list name of contractor and business name along with address and telephone number. Check N/A if not applicable

N/A

- ☐ Electrical: \_\_\_\_\_
- ☐ HVAC: \_\_\_\_\_
- ☐ Plumbing: \_\_\_\_\_
- ☐ Framing: \_\_\_\_\_
- ☐ Roofing: \_\_\_\_\_
- ☐ Clearing: \_\_\_\_\_
- ☐ Fill Dirt: \_\_\_\_\_
- ☐ Landscaping: \_\_\_\_\_
- ☐ Irrigation: \_\_\_\_\_
- ☐ Masonry: \_\_\_\_\_
- ☐ Painting /Wallpaper: \_\_\_\_\_
- ☐ Insulation: \_\_\_\_\_
- ☐ Cabinets: \_\_\_\_\_
- ☐ Concrete: \_\_\_\_\_
- ☐ Carpet/Tile: \_\_\_\_\_
- ☐ Sheetrock: \_\_\_\_\_
- ☐ Certified (DET) Verifier: \_\_\_\_\_
- ☐ Fence: \_\_\_\_\_
- ☐ Surveyor: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

\*\*\*If any subs are found working on site without a valid Ga. License, a Stop Work order will be issued. \*\*\*

*A copy of each sub contractor's business license (and state license if applicable)  
SHALL be required with each building permit application*

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# FENCE PERMIT INFORMATION

## **Zoning Ordinance: Appendix A, Article II**

**Easement:** A grant of one or more property rights by the property owner to and/or for the use by the public, a corporation, or another person or entity.

**Lot area, usable:** The lot area less easements, setbacks, and areas not suitable for construction (e.g. wetland and flood ways).

**Public use:** Buildings, structures and uses of land owned, operated or maintained by a government unit or government agency, including but not restricted to public easements, public schools, fire stations, recreation sites and facilities and water treatment facilities.

## **Engineering Standards**

Section 601. Easements. Easements having a minimum width of fifteen (15) feet and located along the sides or rear Lot line shall be provided as required for utility lines, underground mains and cables and drainage. No fences or any other structures are allowed to be built within any easement

## **Chapter 58 - SUBDIVISIONS ARTICLE II. - DESIGN REQUIREMENTS**

### Sec. 58-44. - Easements.

Easements having a minimum width of 20 feet and located along the front and rear lot lines shall be provided as required for utility lines, underground mains and cables, and other utility purposes. Such easements shall be provided along the side lot line, if necessary.

The planning commission, in its discretion, may require additional easements along any lot line of any lot in the city. In the exercise of such discretion, the planning commission shall consider and be bound by the following criteria:

- (1) The location of the proposed lot vis-a-vis the location of existing utilities.
- (2) The capacity and reserve capacity of the utility lines or connections in the area of the lot.
- (3) The likelihood of further subdivision and development of the lot in question, as well as other nearby lands.
- (4) Any known future plans of any utility provider.
- (5) The zoning of the property.
- (6) The comprehensive land use plan of the city.
- (7) Any unique features of the lot, such as unusual shape, size, location or topography.
- (8) The criteria of section 601 of the city engineering design standards.

## **Chapter 58 - SUBDIVISIONS ARTICLE IV. - REQUIRED IMPROVEMENTS**

### Sec. 58-262. - Improvements enumerated; construction and installation; existing development.

(7) An adequate stormwater drainage system, including necessary easements, open ditches, pipes, culverts, storm sewers, drop outlets, catch basins and other necessary appurtenances shall be installed by the subdivider. Drainage improvements shall be constructed in accordance with the city engineering standards and the city stormwater ordinance.

## **Chapter 56 - STORMWATER MANAGEMENT ARTICLE I. - IN GENERAL**

### Sec. 56-5. - Definitions.

*City separate stormwater system* shall mean a conveyance or system of conveyances (including roads with drainage systems, highways, rights-of-way, city streets, catch basins, curbs, gutters, ditches, both natural and man-made channels, storm drains, detention ponds, drainage easements, other stormwater facilities) which meets all the following criteria:

- (1) Owned or maintained by the city;
- (2) Designed or used for collecting or conveying stormwater;
- (3) Not a known combined sewer; and
- (4) Not part of a publicly owned treatment works (POTW).

*Easement* shall mean an acquired legal right for the specific use of land owned by others.

*Stormwater management facilities* shall mean any and all components of a stormwater drainage system, designed to perform a particular function, or multiple functions, including, but not limited to, pipes, swales, ditches, culverts, streets, detention basins, retention basins, constructed wetlands, infiltration devices, catch basins, oil/water separators, sediment basins, natural systems, modular pavement, porous pavement pump stations and the lands or easements upon which they are located.

### Sec. 56-7. - Restrictions and limitations on the use of the city stormwater system.

(3) It shall be unlawful, without prior written approval of the director, to alter in any way any part of the stormwater system including, but not limited to rerouting, removing, deepening, widening, enlarging, filling or obstructing any part of the stormwater system including the fencing of easements and rights-of-way which render the system inaccessible to equipment necessary to perform maintenance and repairs.



## IRRIGATION PERMIT INFORMATION

There are two (2) required inspections when using non potable or reuse water: (1) purple pipe verification, if using non potable or reuse water and (2) backflow verification.

There is only one (1) required inspection if using city water: (1) backflow verification.

Below are references from the city of Richmond Hill Ordinances, Engineering Standards and International Plumbing Code dealing with irrigation permits.

### Engineering Standards

Article 11 Section 1100(m)

Landscape irrigation lines and heads shall not be located within ten (10) feet of the back of curb or edge of pavement.

Article 11 Section 1104(1)(d)

Irrigation pipe (If using non potable or reuse water): Purple Poly Vinyl Chloride (PVC): Purple PVC pipe and joints shall conform to all requirements of the AWWA/ASTM Specifications D-2241 or D-1788.

### IPC Ga. Amendment

#### SECTION 608 PROTECTION OF POTABLE WATER SUPPLY

\*Revise Section 608.16.5 'Connections to lawn irrigation systems' to read as follows:

**608.16.5 Connections to lawn irrigation systems.** The potable water supply to lawn irrigation systems shall be protected against backflow by an atmospheric-type vacuum breaker, a pressure-type vacuum breaker, a double-check backflow prevention assembly or a reduced pressure principle backflow preventer. A valve shall not be installed downstream from an atmospheric vacuum breaker. Where interconnected chemical dispensers are used in conjunction with lawn irrigation systems, the potable water supply shall be protected against backflow by a reduced pressure principle backflow preventer.

City of Richmond Hill  
Water Meter Installation Procedure  
Inspections Department (912) 756-4521

**New Construction**

1. Apply to the Inspections Department for a building permit, you will be given a temporary backflow device
2. Connect the backflow device to the curb stop at the end of the water lateral on your lot.

If during construction the City finds that water is being used without the backflow device:

The water will be locked off until the backflow device is installed.

If the backflow device is lost or missing, you will have to pay for a new one.

Contact the Planning and Zoning Department to purchase a new one and/or have the lock removed.

Also, no building inspections will be conducted until the backflow device is installed.

3. When you are ready for the water meter to be installed, contact the Planning and Zoning Department, (912) 756-3641. **The water meter must be installed prior to a plumbing rough inspection.**
4. You are responsible for protecting the water meter, backflow and meter box from damage until a CO has been issued.
5. The water meter will be installed within three (3) business days after the day you contact Planning and Zoning.
6. Have the area graded around the end of the water lateral where the water meter will be located.
7. Any outstanding fees have to be paid in full before a water meter will be installed.

Reasons for the water meter not to be installed:

Area for placement of meter not graded

Curb stop device not exposed

All Fees not paid

7. If the building inspector sees that the curb stop, backflow device, water meter, meter box or meter box lid is damaged or missing when conducting the CO inspection, **the CO will not be issued**. If this is the case you will be responsible for the cost of replacing the damaged or missing parts. After payment has been received by the Planning and Zoning Department for any missing or damaged parts, the City will have three (3) business days to repair the problem. A **CO will not be issued** until the damaged or missing components have been replaced by the City.

***I have read and understand the above procedure for a water meter to be installed. I also understand that a CO will not be issued until a water meter is installed or any damaged parts are replaced.***

_____	Representing:	_____
Print Name		Business Name

_____	_____
Signature	Date

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## WATER METER REQUEST

PLEASE FILL OUT AND RETURN WITH BUILDING PERMIT APPLICATION

BUILDING PERMIT NUMBER: \_\_\_\_\_

Applicant: \_\_\_\_\_ Water Meter Size: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot#: \_\_\_\_\_

911 Address: \_\_\_\_\_

\*\*\*DO NOT FILL OUT BELOW THIS LINE - FOR OFFICE USE ONLY\*\*\*

Date and time applicant requested meter installation: \_\_\_\_\_

Contact name and number: \_\_\_\_\_

Date and time sent over to water department: \_\_\_\_\_

THIS SECTION TO BE FILLED OUT BY PUBLIC WORKS AND RETURNED

☐ INSTALLED

☐ NOT INSTALLED (SEE REASON BELOW)

DATE:		REASON:	
METER SIZE:		METER BRAND:	
METER FLOW:		METER ID:	

SIGNATURE: \_\_\_\_\_

FOR OFFICE USE ONLY			
TAP AND CONNECTION FEES			
ALL FEES SHALL BE PAID IN FULL BEFORE SENDING REQUEST TO CITY HALL			
TAP FEES	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____
WATER CONNECTION	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____
SEWER CONNECTION	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____
METER INSTALLATION	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____
REUSE CONNECTION	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____